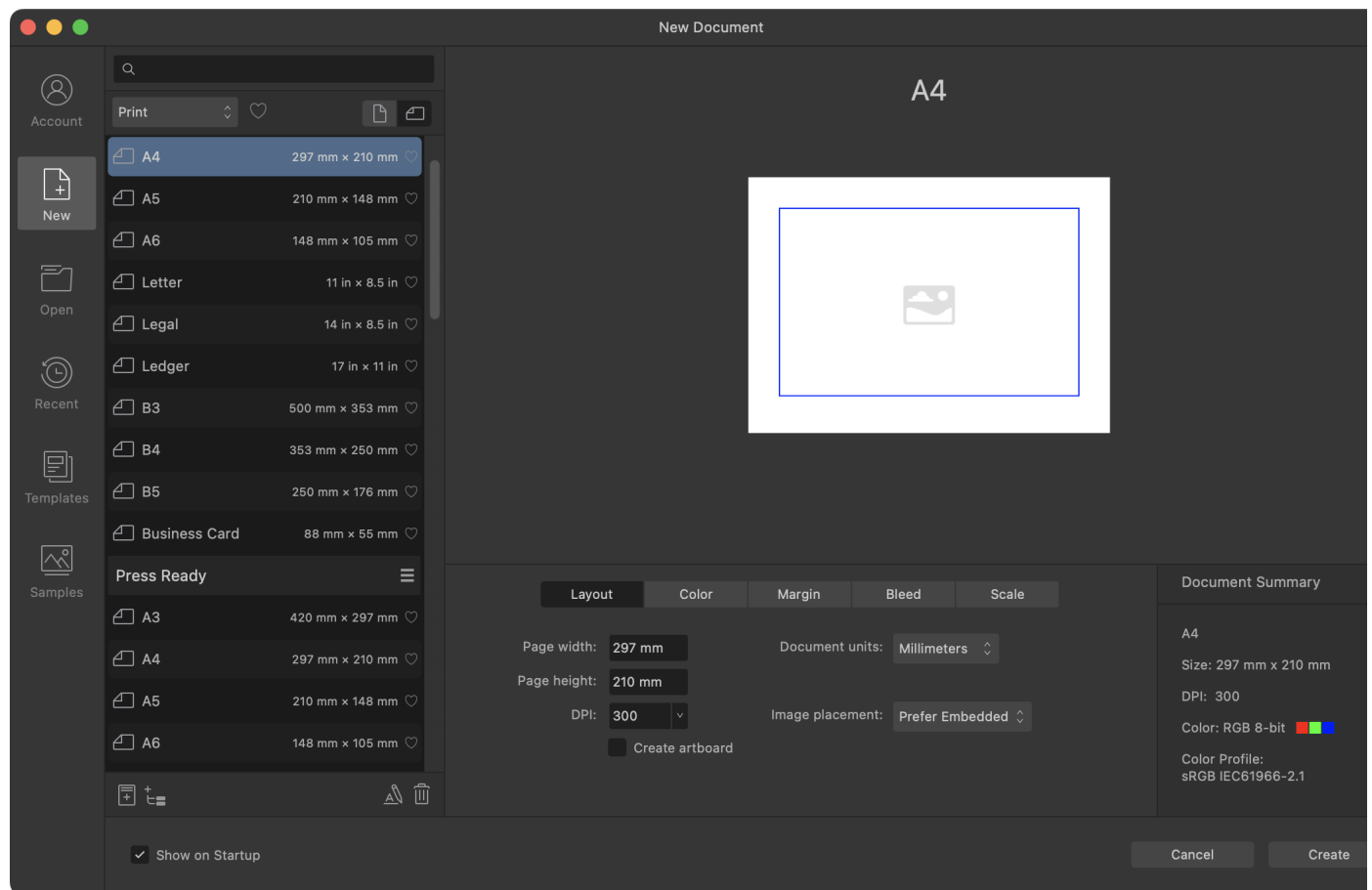


Get Started

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Create new documents

New documents can be created from presets, templates, or customized to meet your specific needs.



The New Document dialog.

Main Options

These iconified options offer a wide range of starting points. Your selection here affects what will appear in all other areas of the dialog.

- **Account**—registers your app, accesses your Affinity account and synchronizes with purchased content.
- **New**—(default) creates new documents based on a supplied preset or a customized preset. The main area of the dialog displays a range of presets, depending on the Preset category chosen.
- **Open**—use to locate and open previously created documents.
- **Recent**—shows recently opened documents, which can be pinned to make them permanently available.
- **Templates**—sets a folder for your templates, and imports additional templates.
- **Samples**—shows sample documents created with the Affinity app.

New Document Presets list

- **Search box**—filters the presets to those with names which conform to the search criteria.
- **Category**—displays preset categories to set the aim and deliverable for your project. As well as Print (RGB desktop printing) and Press Ready (CMYK professional printing), you can work to specific Photo print sizes, specific Web screen resolutions,

Architectural drawing sizes, and with the Devices option, design to iPad, iPhone, Apple Watch, and Nexus document specifications. Your selected category will determine the presets that appear in the main area of the dialog.

- **Show favorites**—enable to limit restrict the presets list to just those presets tagged as favorites.
-   **Landscape / Portrait**—select whether to display your document in a landscape or portrait orientation.
-  **Category options**—lets you rename or delete the associated category.
- **Preset entry**—a selectable preset showing thumbnail, page size and page dimensions.
-  **Save Preset As**—saves a new custom preset to a category.
-  **New Category**—creates a new custom preset category.
-  **Rename Preset**—renames the currently selected preset.
-  **Remove Preset**—deletes the currently selected preset.

Document settings

The **New Document** dialog also presents separate tabs which allow you to customize your current preset's settings.

- Layout:
 - **Page width / Page height**—change these values to make a custom page size.
 - **DPI**—sets the resolution of your document. For example, for professional print quality, set your resolution to 300 dpi.
 - **Create artboard**—creates an artboard with your new document.
 - **Document units**—displays your rulers and object dimensions in pixels, points, picas or using physical measurement units.
 - **Image placement policy**—determines whether placed images or documents are to be embedded or linked in the document by default.
- Color (management):
 - **Color format**—sets the color mode to RGB (8, 16 or 32 bit HDR), Grey (8 or 16 bit), CMYK (8 bit), or Lab (16 bit).
 - **Color profile**—sets the color gamut for the previously chosen color format.
 - **Transparent background**—check to set your page background to be transparent.
- Margin:
 - **Include margins**—check to configure page margins, which will be switched off by default. Make visible via **View>Show Margins**.
 - **Left, Right, Top and Bottom**—sets the printer margins, showing as non-printable blue lines.
 -   For the same margin value: Enable the Link symbol at right, and set any margin value; all other values will update to this.
- Bleed:
 - **Left, Right, Top and Bottom**—sets the bleed values for the edges of the page.
 -   For the same bleed value: Enable the Link symbol at right, and set any bleed value; all other values will update to this.
- Scale:
 - **Use Drawing Scale**—check to enable the drawing scale feature.
 - **Scale**—sets the scale factor by entering a factor into the input box, e.g. 1:10.
 - **Readout units**—sets the currently chosen Document units or units independent of the document's units.

Document summary

The permanently displayed pane offers a summary based on the settings currently configured from the tab settings.

▼ To create a new document from a preset:

1. From the **File** menu, click **New**.
2. From the dialog, choose a preset category (e.g. Print, Press Ready, etc.), followed by the page orientation (**Landscape/Portrait**) and a page size preset (A4 , Letter, etc.).
3. Click **Create**.



When creating a new document, the Document Units define the exact size of your document on screen. For example, if you chose 'pixels', your document will display at its exact pixel size when exported and viewed on screen at 100%. Similarly, for physical Document Units (e.g., millimeters) you'll get the exact print size at 50% zoom (due to Retina screen).



You can also [create a new document based on the contents of the clipboard](#).

▼ To create a new document from the last used preset:

- On the **File** menu, select **New from Last Preset**.

This method bypasses the New Document dialog.

Customizing document presets

Any document preset can be customized. Typically, customizing just the page size may be needed with the remaining preset settings kept unchanged.

▼ To customize a preset:

1. From the dialog, choose a category, followed by the page orientation (**Landscape/Portrait**) and a page size preset.
2. Adjust the document's settings using the **Layout**, **Color**, **Margins** and **Bleed** tabs. The preset name above the preview window displays an asterisk (*) to indicate the preset has been customized.

The settings will be remembered for future sessions, although you can save the preset to a memorable name for future use.

▼ To create a new preset category:

- Click **New Category** under the presets list.

▼ To save a custom preset:

- Click **Save Preset As** adjacent to the preset name, then save the preset to a name and preset category; use an appropriate icon for the type of preset created.

▼ To overwrite an existing custom preset:

1. Adjust the preset's settings.
2. Click **Save and Overwrite Current Preset** adjacent to the preset name.

▼ To rename or delete a selected preset:

Do one of the following:

- Click **Rename Preset** or **Remove Preset** under the presets list.
- **Right-click** on a custom preset and choose **Rename** or **Delete**.

If renaming, enter a new name for your preset and click **OK**.

Document templates

[Document templates](#) can be set up to contain reusable text styles, graphics, and layouts, giving you a file that's ready to go from the moment you open it. From the **New Document** dialog, you can set up your 'target' template folders to save templates to (**File>Export as Template**), as well as browse, preview and search for existing document templates.

Document from assets

You can create a separate document from an asset in the Assets panel by dragging one onto the Affinity title bar.

SEE ALSO:

[Document setup](#)

[Embedding vs linking](#)

[Open documents](#)

[Document templates](#)

[Color models](#)

[Setting bleed](#)

[Document units](#)

[Drawing scale](#)

[Keyboard shortcuts for file/document management](#)

New from clipboard

You can create a new document based on the current contents on the clipboard. A 'paste as new document' command allows you to start a new project from a range of sources, e.g. from another project in Affinity products or from copied or captured imagery.

Results from copied vector objects (or layers)

If you've copied a vector object to the clipboard, then the command will create a new document that is sized to the vector object. The copied object will *remain as a vector object* in the new document.

Results from copied pixel selections

If you've copied a drawn pixel selection, the command will paste those pixels into a new 96dpi document in a *pixel layer*.

Results from copied images or captured screenshots

If you copy images from Internet web pages or capture a screenshot to clipboard (e.g., using Apple's Screenshot app), the new document creates an *image layer*, not a pixel layer, from the copied data. The advantage being that the layer is non-destructive, i.e. it avoids rasterization and loss of the image's original resolution and color space. You can still manually rasterize by right-clicking the (Image) layer and choosing **Rasterize**.

▼ To create a new document based on clipboard contents:

- From the **File** menu, click **New from Clipboard**.

 You can use this feature without having any document open.

SEE ALSO:

[Creating new documents](#)

[Open documents and images](#)

[Keyboard shortcuts for file/document management](#)

Open documents and images

As well as opening previously saved Affinity documents, raster images (from camera, mobile device, or digital artwork) and vector images (SVGs) can be opened. A range of [popular camera raw images and other professional design file formats](#) can also be opened.

A key feature of the Affinity product range is the ability to seamlessly open any Affinity project file in any Affinity product, regardless of the original Affinity product it was created in. In doing so, you can enhance your design with another Affinity product's features with no concern over file compatibility on saving.

 When opening Affinity Publisher documents, an additional **Page Locator** appears in the bottom left hand corner, allowing you to jump between pages.

▼ To open a document or image:

1. Do one of the following:
 - From the **File** menu, click **Open**.
 - Double-click anywhere in the empty view. (Only available when no other documents are open.)
2. Select the file you want and click **Open**.

▼ To open a recently used document:

- From the **File** menu, click **Open Recent**, then select a file from the submenu.

 You can locate or remove recently used project files right from the **Recent** section of the Home screen. **Right**-click the file preview and select an option.

▼ To open an image as a new document (via Explorer):

- Open Explorer and drag the file to an off page area of your workspace.

 Raster images opened using the above methods will create a new document with one layer, named 'Background', which is [locked](#) by default. The document will adopt the image name as its file name.

 On opening, a file's color space is preserved by default, but you can convert it to the default working color space via **Edit>Settings** (Color option) using **Convert opened files....** The document's current color profile is displayed at the top left of your workspace.

▼ To add an image to a layer (via Finder):

1. From the **Layers** panel, select the 'target' layer.
2. Drag an image from Finder to your page. The image will be added to the selected layer.

 You can embed existing documents into layers as described for adding images above.

▼ To open a document template:

1. From the **File** menu, click **Open**.
2. Select the .aftertemplate file you want and click **Open**.



Settings (or Preferences)

Related behaviors can be adjusted from [the app's settings](#):

- **General>Reopen document(s) on startup**

SEE ALSO:

[Create new documents](#)

[Document templates](#)

[Color management](#)

[Supported file formats](#)

[Arrange/Manage layers](#)

[Keyboard shortcuts for file/document management](#)

Importing PDF documents

PDF documents can be imported and edited depending on how the PDF was originally exported.

The importing of PDF documents is a one-way process. You cannot overwrite the original file once it has been imported, instead saving it as an Affinity document. However, you can edit the PDF content if page objects remain editable from the original export; you can then export the file as another PDF.

If the PDF document has stored Document Properties (metadata) such as Title, Author, Subject and Keywords (tags) these will be retained on import.

▼ To import Adobe PDF documents:

1. Do one of the following:
 - From the **File** menu, click **Open**.
 - Double-click anywhere in the empty view. (Only available when no other documents are open.)
2. Select the file you want and click **Open**.
3. From the PDF Options dialog, you can choose:
 - **Load all pages/Load pages**—All pages or specific pages (by page number) can be imported.
 - **DPI**—sets the resolution for the document. The Estimate option reads and uses the resolution of the PDF file.
 - **Color space**—sets the document color space (e.g., RGB or CMYK) that PDF contents will use. The Estimate option senses the PDF file's color space and uses that.
 - **Favor editable text over fidelity**—if text is to remain more editable at the expense of accurate design reproduction.
 - **Group lines of text into text frames**—If separate text lines can be treated as a single text frame to aid text flow.
 - **Replace missing fonts**—when checked, missing fonts are substituted with the suggested replacement font family/style or a font family/style of your choosing.

 For multi-page PDF files, each page is placed on its own artboard.

 On importing a PDF that has fonts that are unavailable on your computer, if you choose to check **Replace missing fonts** at this stage, you won't be able to swap the

fonts at a later date via **Font Manager**. To replace missing fonts later, ensure you uncheck the option.

 Adobe PDF files can be easily placed into an existing document using **File>Place**. When placing multi-page PDFs, you can choose which page you wish to display using the context toolbar.

▼ To import Adobe PDF documents (via Explorer):

- Open Explorer and drag the PDF file to an off page area of your workspace.

 On opening, a file's color space is preserved by default, but you can convert it to the default working color space via **Edit>Settings** (Color option) using **Convert opened files....** The document's current color profile is displayed at the top left of your workspace.

SEE ALSO:

[Open documents and images](#)

[Importing Adobe documents](#)

[Importing CAD documents](#)

[Color management](#)

[Supported file formats](#)

Importing Adobe documents

You can import Adobe Illustrator and Adobe Photoshop files into your Affinity app.

Importing of Adobe documents is a one-way process. You cannot overwrite the original file once it has been imported, instead it is possible to save it as an Affinity document. For Photoshop files, you can 'roundtrip' PSD files by exporting your edited file as a PSD file.

When importing Adobe Illustrator files, Affinity uses the embedded PDF in the file rather than the raw Illustrator data.

Files are imported with layers intact and ready for editing. For Adobe documents containing artboards, each artboard is created as its own layer in Affinity.

▼ To import Adobe files:

1. Do one of the following:
 - From the **File** menu, click **Open**.
 - Double-click anywhere in the empty view. (Only available when no other documents are open.) Next, navigate to your file, select it and click **Open**.
 - Open the file containing folder and drag the Adobe file to an off page area of your workspace.
2. Select the file you want and click **Open**.
3. For Illustrator files, from the PDF Options dialog, you can control page import choice, resolution, color space, text editability and missing font. See [Importing PDF documents](#).

 Photoshop and Illustrator files can be easily placed into an existing document via the **Document** menu (**Place**). For multi-page files, each page is placed on its own artboard.

 On opening, a file's color space is preserved by default, but you can convert it to the default working color space via **Edit>Settings** (Color option) using **Convert opened files....** The document's current color profile is displayed at the top left of your workspace.

About Smart Objects

Smart objects reside on layers with similar pixel information as typical layers, however, they may be edited as stand-alone objects which aids non-destructive workflows. Adjustments, filters, transformations and more can be performed on smart objects in Affinity Apps.

When importing Adobe Photoshop files containing smart objects, you can choose to import them and retain their editable functionality. This is instead of them being rasterized on import. When duplicated (or copied), layers containing smart objects retain their editable functionality.

▼ To enable Smart Objects import:

1. On the top menu, click **Edit** to access the app's **Settings** (or **Preferences**).
2. In the **General** section, enable **Import PSD smart objects where possible**

▼ To edit a Smart Object:

1. Select the **Move Tool**, then do one of the following:
 - On the Layers panel, double-click the layer containing the smart object.
 - On the context toolbar, select **Edit Document** or **Replace Document**.

 It is possible to save Affinity files as a PSD document type via **File>Export** command on the top menu.



Settings (or Preferences)

Related behaviors can be adjusted from [the app's settings](#):

- **General>Import PSD text as text rather than bitmap**
- **General>Import PSD smart objects where possible**
- **General>Enable "save" over imported PSD files**

SEE ALSO:

[Open documents and images](#)

[Importing PDF documents](#)

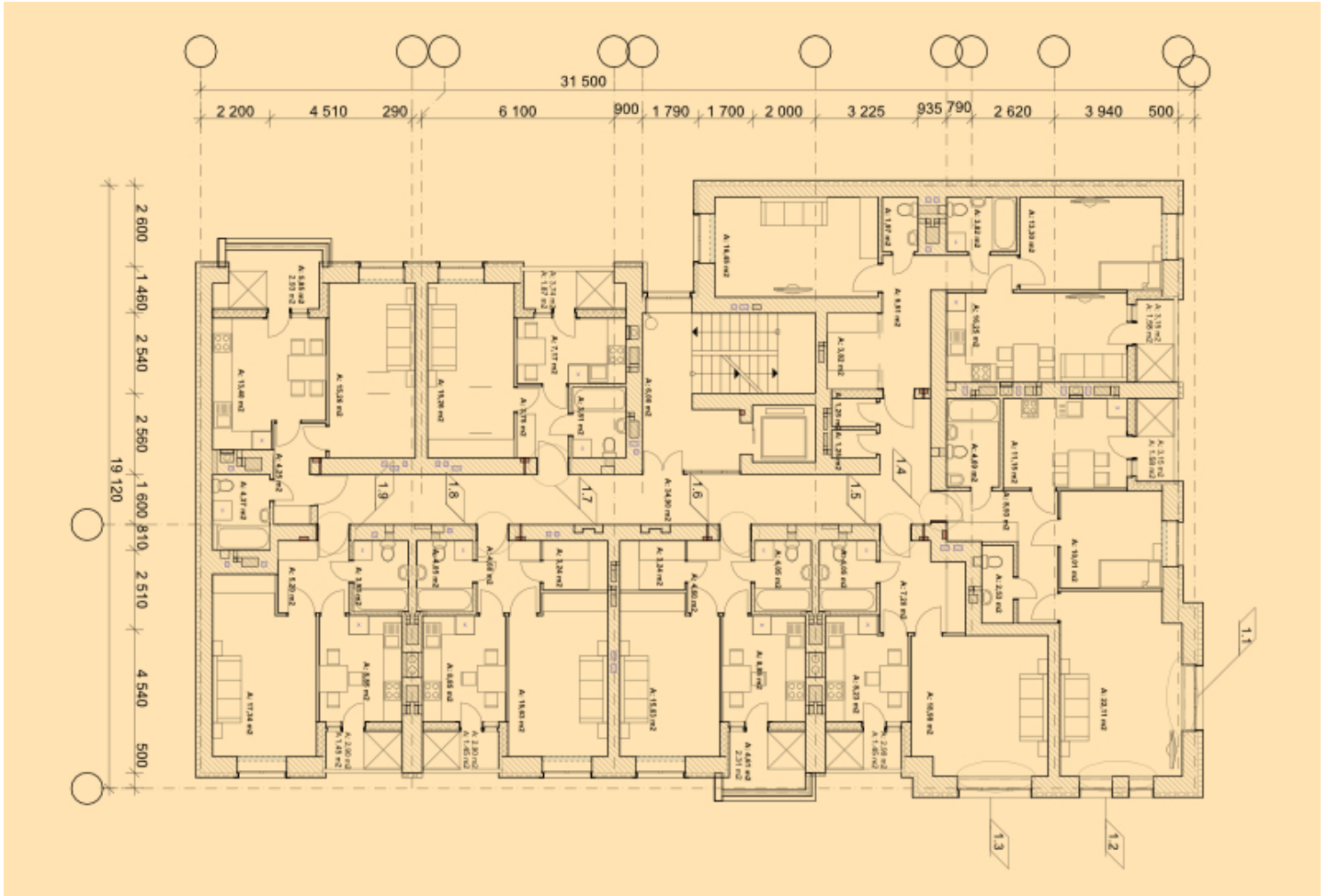
[Importing CAD documents](#)

[Color management](#)

[Supported file formats](#)

Importing CAD documents

Affinity imports CAD documents from Autodesk® AutoCAD® apps and other CAD-based apps that output DWG or DXF files.



The importing of CAD documents is a one-way process. You cannot overwrite the original file once it has been imported, instead saving it as an Affinity document. However, you can edit the CAD content and then export the file as a PDF document.

The DWG file format is the proprietary vector-based format for Autodesk® AutoCAD® apps. CAD apps can save to the DXF interchange file format, allowing easier importing of AutoCAD designs into a wider range of third-party apps.

Any drawing scale used in the CAD document is automatically applied to the new document (shown in **File>Document Setup** and when using the **Measure Tool**).

 DWG or DXF files can be easily placed into an existing document using **File>Place**.

▼ To import CAD documents (DWG/DXF):

1. Do one of the following:
 - From the **File** menu, click **Open**.
 - Double-click anywhere in the empty view. (Only available when no other documents are open.)
2. Select the file you want and click **Open**.
3. On the Import Options dialog, you can choose:
 - **Selection**—chooses the CAD layout(s) or the model to import.
 - **All Pages**—imports one or more Paper Space layouts if present, excluding the Model space. Each layout becomes a separate artboard.
 - **Single Page**—imports an individual Paper Space layout if present; you can choose the specific layout from an additional **Selected Page** option.
 - **Model**—imports just the Model space (with margins and offsets) without Paper Space layouts.
 - **Insertion units**—sets the document units for the document when **Model** is chosen.
 - **DPI**—sets the resolution for the document.
 - **Background color**—adds a background color of your choice to the artboard or page (as a colored rectangle).
 - **Color override**—this changes the color of all strokes in the document. Gradient fills use the color with adjusted luminosities for gradient colors.
 - **Remove hidden items**—if checked, hidden or frozen layers are excluded on import.
 - **Display entity handles**—when enabled, each imported named entity is given a handle suffix, e.g. HATCH - 0x19C2 instead of HATCH. Use for troubleshooting problems with individual entities.
 - **Override line weights**—when **Selection** is set to Model, all line weights will be set to 0.1 pt with this option enabled.
 - **Sanitize model**—when **Selection** is set to Model, this removes any objects in the model that appear physically distant from the main model; these objects can be introduced by CAD plug-ins. This would otherwise affect Affinity's ability to scale the model to fit the page.

Once open, you can display the CAD design as it would be seen in a CAD app by using the **Hairline** view mode (**View>View Modes**).

▼ To import a CAD document (via Explorer):

- Open Explorer and drag the DWG/DXF file to an off page area of your workspace.

SEE ALSO:

[Viewing](#)

[Open documents and images](#)

[Importing PDF documents](#)

[Importing other Adobe documents](#)

[Placing content](#)

Document units

Document units allow you to set a physical measurement unit for your document that suits your way of working, whether imperial, metric or in pixels.

As you create a new document, its document units will be set depending on the preset chosen. For example, presets for A-series page sizes will use millimeters as default, while US page sizes and photo page sizes use inches; for web-related page sizes, pixels are used.

You'll encounter document units when you're:

- Drawing new objects
- Moving/resizing objects on the page or using the Transform panel
- Measuring between objects and page elements
- Using guides and grids
- Using rulers

At any time, you can change your document units. The setting is saved with the document.

If you're using document scaling, the reported units will be those of the scaled document.

▼ To set your document units for new documents:

1. On the **File** menu, select **New**.
2. From the **New Document** dialog, choose a preset, which sets the document units for that preset type.
3. (Optional) From the **Document Units** pop-up menu, change the unit type if needed, e.g. millimeters to centimeters.

▼ To change your document units at any time:

Do one of the following:

- With either the **View Tool** or **Zoom Tool** selected, choose a unit of measurement from the **Units** pop-up menu on the context toolbar.
- From the **File** menu, select **Document Setup**. In the dialog, choose a unit type from the **Document Units** pop-up menu.

- If you have rulers switched on, **Right**-click the ruler intersection and choose a unit type from the pop-up menu.
-

SEE ALSO:

[Create new documents](#)

[Document Setup](#)

[Rulers](#)

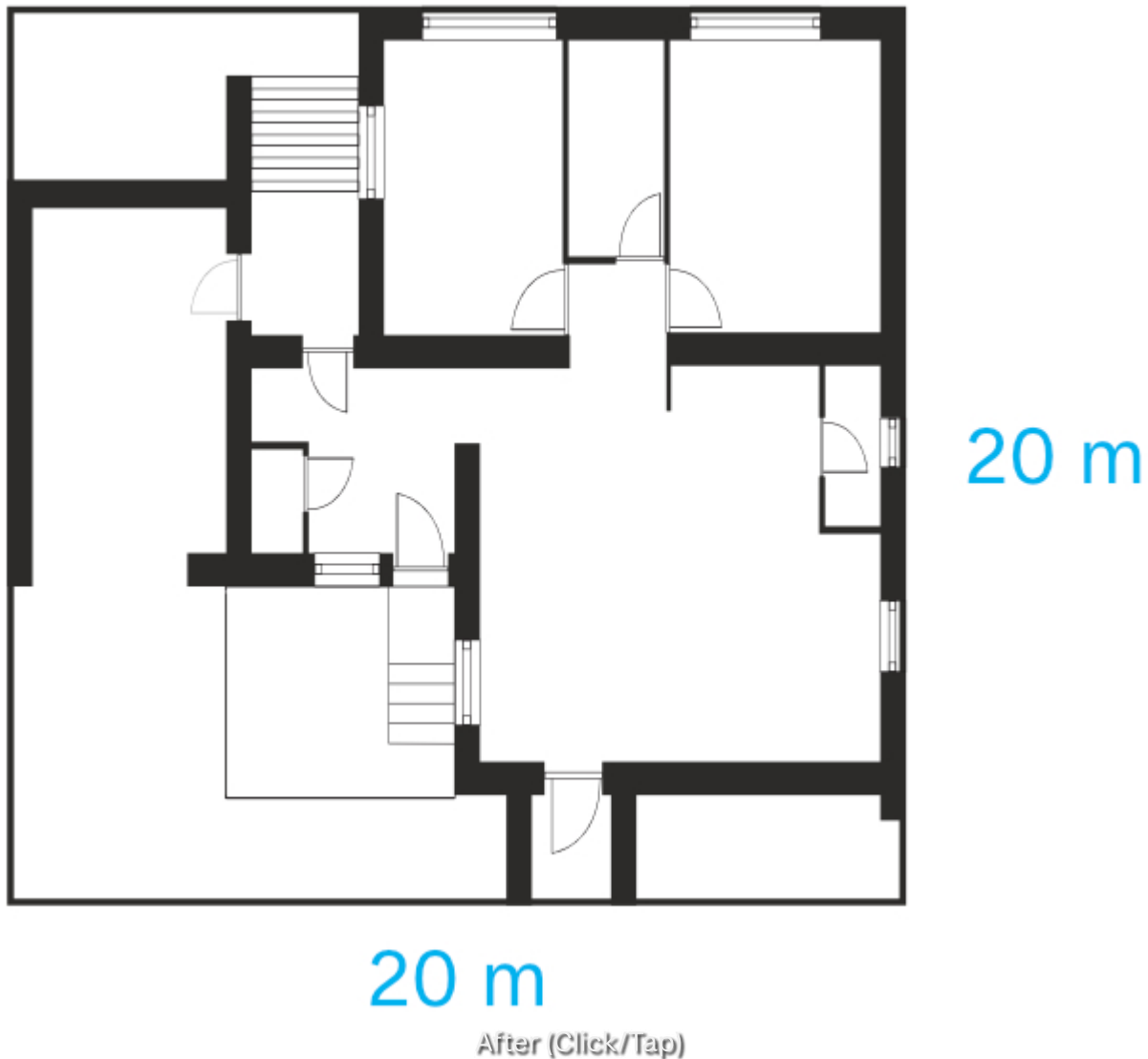
[Grids](#)

[View Tool](#)

[Zoom Tool](#)

Drawing scale

You can set a drawing scale if you want your design to use real world dimensions, typically for an architectural plan, engineering prototype or home DIY building project.



Architectural plan showing scaled measurements.

About document scaling

Affinity Designer lets you set a drawing scale on any new document or open unscaled document; the drawing scale of imported CAD-based DWG/DXF documents is also honored. This means page dimensions, object readouts (on creation/resizing/moving), measurements, guides, grids and rulers will all display 'real world' scaled values by default.

For documents with artboards, any selected artboard can have its own independent drawing scale applied.

Scale settings are saved with your document; as a result loading different designs (and jumping between artboards) may change your scaling and working document units.

As you import CAD documents, an **Apply Drawing Scale** setting lets you adopt the drawing scale of the original CAD file if set.

Scale factors

When you set a scale factor you are setting a ratio between the basic document (unscaled) and the scaled document. For example, 1:10 means the document measurements will be scaled up x10 in the currently set document units, so a measurement of 1 cm will display as 10 cm when scaled.

Example	Setting	Scaled result
Room plans	Scaled (centimeters) 1 : 20	1 cm gives 20 cm (0.2 m)
Floor, elevation and section plans	Scaled (centimeters) 1 : 100	1 cm gives 100 cm (1 m)
Site plans	Scaled (centimeters) 1 : 200	1 cm gives 200 cm (2 m)
Prototype Engineering models	Scaled (meter) 1 : 5	1 m gives 5 meters
Craft models	Scaled (inches) 1 : 72	1 inch gives 72 inches (6 feet)
Cartography (small-scale maps)	Scaled (inches) 1 in : 1 mi	1 inch gives 1 mile
Cartography (medium-scale maps)	Scaled (centimeters) 1 cm : 1 km	1 cm gives 1 kilometer
Computer microchips	Scaled (millimeter) 1 : 0.025	1 mm gives 25 microns
Scientific microscopy	Scaled (millimeter) 1 : 0.001	1 mm gives 1 micron

Scaling by known distances

Instead of picking a set scale factor you can base your scaling on a known distance, e.g. a building that you know has to be 100 meters long. In doing so, the scale factor will be automatically calculated by measuring along the length of the drawn object (e.g., rectangle) that represents the building and setting that distance to your known measurement. That measurement will be reported as 100 meters.

Measuring

You can use the **Measure** tool in conjunction with scale drawings for on-the-page measurements, which present real world measurements automatically as you move objects.

▼ To apply scaling to a new document:

1. On the **File** menu, select **New**.
2. Choose a preset, then set up the document using the **Layout**, **Color**, **Margins** and **Bleed** tabs.
3. On the **Scale** tab, check **Use Drawing Scale**.
4. Set a **Scale** factor (e.g., 1 : 10, 1 mm : 1 m) from the pop-up menu or enter your own scale factor.
5. Choose the **Readout Units**, either the currently chosen Document units or units independent of the document's units.

▼ To apply scaling to an open unscaled document:

1. On the **File** menu, select **Document Setup**.
2. On the **Scale** tab, configure settings as described above.

Document units and object dimensions will update and scale accordingly.



Instead of using Document Setup, the Measure Tool lets you change a drawing scale factor at any time using the **Drawing Scale** option.



▼ To scale to a known distance:

1. Select the **Measure Tool**.
2. Drag between two points that are of a known distance apart.
3. On the context toolbar, click **Assign Drawing Scale**.
4. Enter the real-world distance that is known to you, e.g. 100 m.

▼ To swap between scaled and unscaled measurements:

- On the **Transform** panel, click the **Use current drawing scale** readout, which will display, e.g. 1:100.

SEE ALSO:

[Create new documents](#)

[Document setup](#)

[Importing CAD documents](#)

Document setup

Affinity Designer lets you access and modify your document setup at any time. This setup will have been chosen previously when creating a new document.

 Some options (Type, Page Preset, Portrait, Dimensions, Object will Anchor to Page and Resample) are unable to be changed while artboards are present.

▼ To modify your document setup:

Do one of the following:

- With the **Move Tool** active and all objects deselected, select **Document Setup** on the context toolbar.
- From the **File** menu, select the same option.

The settings are as follows:

- **Type**—select the aim and deliverable for your project (for quickly populating settings below). As well as print (press-ready CMYK), you can work to specific Photo print sizes, specific Web screen resolutions, and with the Devices option, design to iPad, iPhone, Apple Watch and Nexus document specifications.
- **Page Preset**—offers sizes for UK/US print, photos, screen use, and mobile devices. A Custom option indicates if your page is using non-standard page dimensions.
- **Document Units**—displays your rulers and object dimensions in pixels, points, picas or using physical measurement units.
- **Image Placement Policy**—determines whether placed images will be embedded or linked in the document.

The dialog is split into separate tabs which let you customize your current preset or apply more advanced settings.

- Dimensions:
 - **Dimensions**—change these values to make a custom page size. (An alternative to selecting a Page Preset size above.)

- **DPI**—sets the resolution of your document. For example, for professional print quality, set your resolution to 300 dpi.
- **Portrait**—check to present your document in portrait orientation; or uncheck for landscape orientation.
- Click **Object will Rescale** to increase/decrease object dimensions in relation to a change in Page Width and/or Page Height.
- Use **Object will Anchor to Page** to keep object size unchanged when changing page size.
- **Anchor** point—controls the anchor point of objects as the page is rescaled (when Anchor to Page is set).
- **Resample** lets you control how objects are resampled when Objects will Rescale is set.
- Color (management):
 - **Color Format**—sets the color mode to RGB or Grey (8 or 16 bit), CMYK (8 bit), or Lab (16 bit).
 - **Color Profile**—sets the color gamut for the previously chosen color format.
 - For applying a different color profile, **Assign** adopts the new profile but leaves the values of the colors/pixels as is. **Convert** converts each color from the old profile to the new one—color/pixel values may change as a result.
 - **Transparent background**—check to set your page background to be transparent.
- Margins:
 - **Include Margins**—set to switch on page margins. Margins are switched off by default.
 - **Left, Top, Right, Bottom** margins—sets the printer margins, showing as non-printable blue lines.
- Bleed:
 - **Left, Top, Right, Bottom** bleed—for professional printing, bleed extends the printable area beyond the page edge to allow artwork to be trimmed.
- Scale:
 - **Use Drawing Scale**—check to enable the drawing scale feature.
 - **Scale**—sets the scale factor by selecting a preset factor from the pop-up menu or entering a custom factor into the input box.
 - **Readout units**—sets the currently chosen Document units or units independent of the document's units.

SEE ALSO:

[Create new documents](#)

[Setting bleed](#)

About bit depth

Affinity Designer has several different [color models](#), some capable of working at 8 or 16 bit depth.

Bit depth

Your document's bit depth refers to the amount of tonal or color information that can be stored per pixel. The higher the bit depth, the more tonal information each pixel can store.

In Affinity Designer, you need to choose a color format (mode) to work in when creating a [new document](#). This sets the color model and the bit depth (8 or 16 bits) for the document you are working on.

 If you want to understand bit depth in greater detail, there is a wealth of information on the internet.

SEE ALSO:

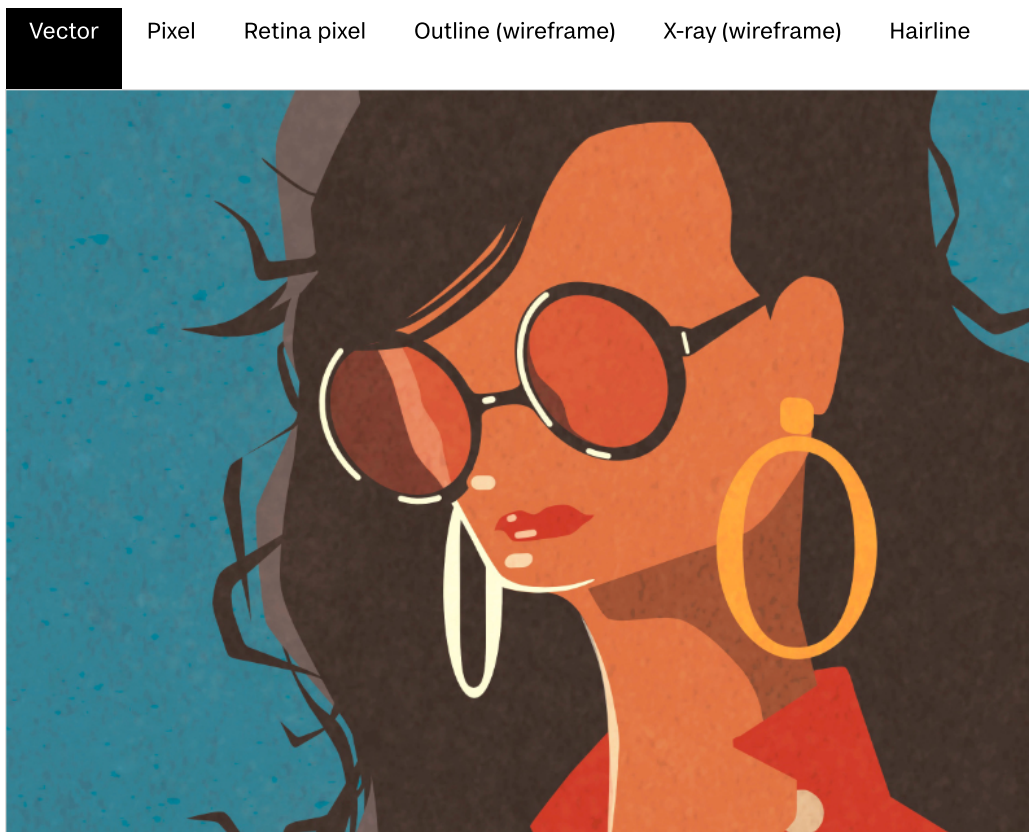
[Create new documents](#)

[About color models](#)

Viewing

There are a variety of viewing choices available which let you preview your designs before output using view modes, make mode comparisons and arrange your document view.

About view modes



The view mode is made up of two distinct components:

- how objects are displayed on screen, and
- how your project page is presented.

Pixel view mode

During design, vector objects are presented as if they are constructed from individual pixels. This is an accurate representation of how your design will appear once exported and viewed as an image.

Retina pixel view mode

As for Pixel mode above, but represents how your design will display on retina and high DPI displays.

Vector view mode

Drawn objects are displayed as vectors by default. This means that, regardless of the current zoom level, objects (and applied effects) are always presented with smooth vector edges and transitions.

X-ray (wireframe) view mode

As for Outline view mode, but page objects still display their fills at reduced opacity. On more complex designs, perhaps when zoomed in, this helps to interpret the view better.

Outline (wireframe) view mode

During design, page objects are presented as paths only (with no fills or strokes). All otherwise obscured paths are exposed, and selection behavior changes so grouped objects can immediately be selected just like ungrouped ones. In complex designs, this can be used to more easily target unlocked and locked objects for selection.

Hairline view mode

For CAD documents, Hairline mode displays designs as CAD apps would display them. All lines are displayed as thin lines so line weights are ignored, regardless of zoom level.

View mode options

These are not modes but additional options that can be applied to any view mode.

Grayscale

This gives the option of viewing your document in grayscale. This is useful when evaluating contrast and dynamic range more easily.

Hide Effects

This hides any layer effects applied to your document. It helps to improve performance on more complex documents where extensive layer effects are used.

You can apply different option settings to different sides of a split view.



Grayscale and Hide Effect view mode options when enabled.

Views

You can switch from the default single view to split view to compare any two combinations of view modes.



Single and split views. The latter showing a 'Vector - X-ray (wireframe)' view mode comparison.

Single View

Presents the selected mode in isolation on a single page.

Split View

Simultaneously presents two modes side-by-side on the same page, allowing for a visual comparison to be made. A sliding divider can be repositioned to view different areas of the design in either mode. Either view is selectable, allowing you to set different combinations of view modes.

Clip to Canvas

This option, set by default, restricts the document view, so you can only see objects which are placed on the page. If objects extend beyond the page, the area which lies on the page is visible while the area which lies on the pasteboard is hidden. Objects which are entirely on the pasteboard are hidden.

When **Clip to Canvas** is switched off, the pasteboard is visible, as are all the objects placed on it.

Clip to Canvas can be used in conjunction with any of the above view options.

 This option is unavailable in documents containing [artboards](#).



▼ To display specific modes:

From the toolbar, do one of the following:

- Click **Pixel view mode** to display vector designs as individual pixels.
- Click **Retina pixel view mode** to display vector designs as individual pixels. Use for Retina displays.
- Click **Wireframe view mode** to display vector designs in either Outline or X-ray view modes depending on which was last selected via **View>View Mode>Wireframe**.

Ensure all icons are deselected to return to Vector mode.

You can also switch between view modes via the **View** menu (**View Mode** submenu). The **Hairline** view mode on the submenu displays designs as if viewed in CAD apps (stroke/line weights are ignored).

▼ To work in Split View:

1. From the **View** menu's **View Mode** submenu, select **Split View**.
2. Click one side of the divider.

The divider label displays as black for the selected side (otherwise displayed as gray).

3. On the Toolbar or **View** menu, select a mode.

▼ To enable or disable view mode options:

- From the **View** menu's **View Mode** submenu, enable or disable **Grayscale** or **Hide Effects**.

▼ To activate/deactivate Clip to Canvas:

- From the **View** menu, select **View Mode** and then select **Clip to Canvas**.

New View

There are times when it is useful to view a design at different zoom levels simultaneously. This can be achieved by opening your current document in a New View. The views can then be set to different zoom levels. Changes made to any view are replicated in the other.

The New View can also be set to different View and Zoom modes.

▼ To open the current document in a new view:

- From the **View** menu, select **New View**. The document opens in a new tab/window which includes a numerical reference in its title.

▼ To switch between open documents and views:

Do one of the following:

- Click a document tab.
- Click a document window header if the window is floating.
- From the **View** menu, select a document from the **Views** submenu.



Settings (or Preferences)

Related behaviors can be adjusted from [the app's settings](#):

- **Performance>View Quality**

SEE ALSO:

[Toolbar](#)

[Clip to Canvas](#)

[Keyboard shortcuts for the document view](#)

Viewing

There are a variety of viewing choices available which let you preview your designs before output using view modes, make mode comparisons and arrange your document view.

About view modes

Vector

Pixel

Retina pixel

Outline (wireframe)

X-ray (wireframe)

Hairline



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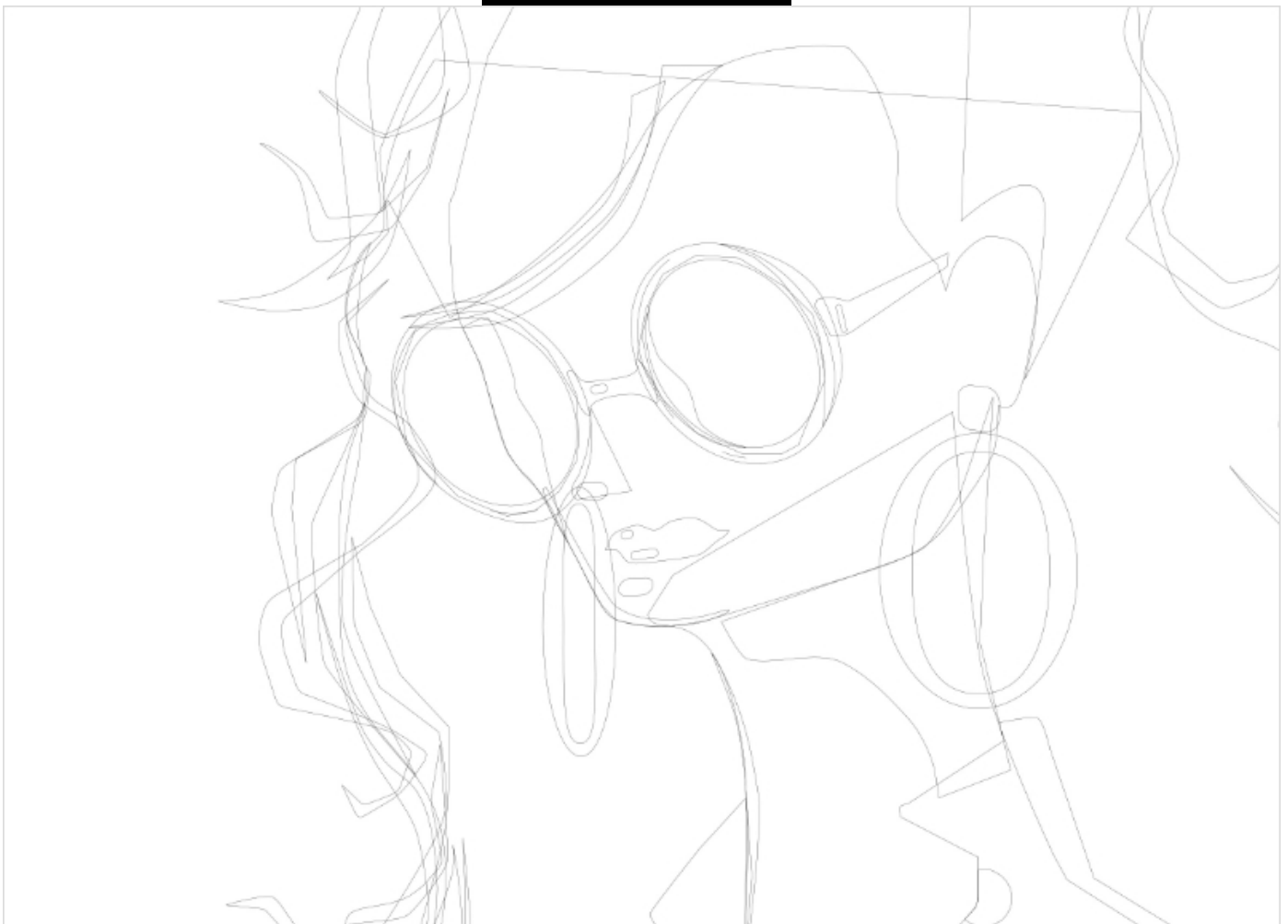
Hairline



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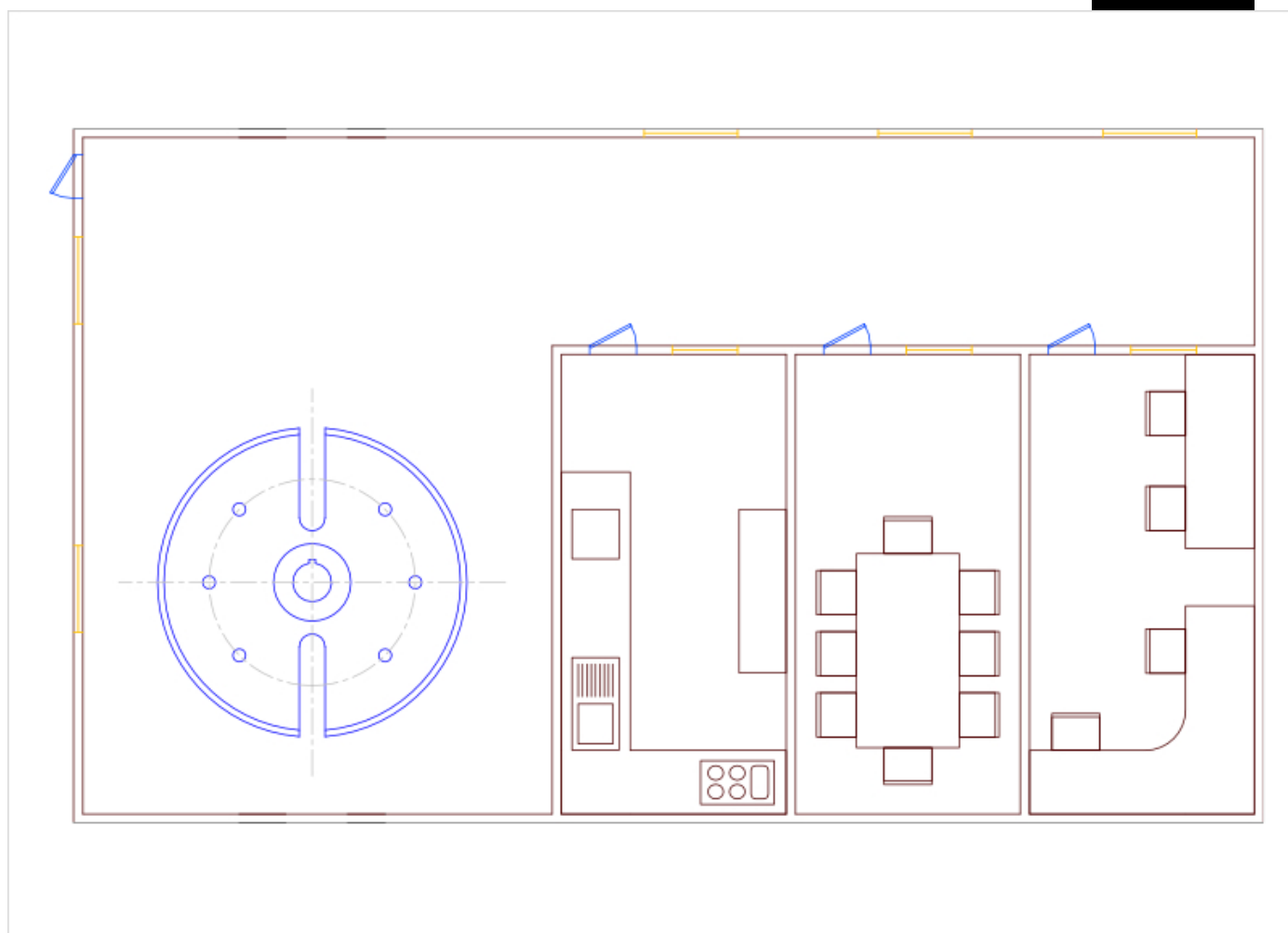
Pixel

Retina pixel

Outline (wireframe)

X-ray (wireframe)

Hairline



Zooming

Zooming into areas of your document is an essential part of the design process. Several zooming options are possible.

You can use the **Navigator** panel to save the document view's current zoom level and position. Multiple view points can be saved, and you can instantly navigate between them.

▼ To zoom in or out of a document:

Do one of the following:

- Click the **Zoom Tool** (shortcut **Z**) and then:
 - Drag on the page—right to zoom in or left to zoom out.*
 - Click on the page to zoom in a step.
 - **Alt**-click on the page to zoom out a step.
 - **Alt**-drag on the page to zoom into an area defined by a marquee.
 - Select a zoom level from the context toolbar.
- Click the **View Tool** (shortcut **H**) and select a zoom level from the context toolbar.
- Select the **View** menu and then Zoom options.
- Use **Ctrl** and your mouse scroll wheel (if available).
- Zoom in or out using the options in the **Navigator** panel.

 *This is the default behavior. You can choose to switch this to zoom into an area defined by a marquee from [Settings \(or Preferences\) \(Tools options\)](#).

Shortcuts:

- **Zoom In** using **Ctrl+**.
- **Zoom Out** using **Ctrl-**.
- **Zoom to Fit** using **Ctrl+0** or double-click the View Tool icon.
- **Zoom to 100%** using **Ctrl+1** or double-click the Zoom Tool icon, where document pixels map directly to screen pixels.
- **Zoom to Selection** using **Ctrl+Alt+0** (or double-click Layers panel thumbnail).
- **Actual Size** using **Ctrl+8**.

- **Pixel Size** using **Ctrl+9**.

 When creating a new document, the Document Units define the exact size of your document on screen. For example, if you chose 'pixels', your document will display at its exact pixel size when exported and viewed on screen at 100%. For physical Document Units (e.g., millimeters) you'll get the exact print size at 50% zoom (due to Retina screen). The print size is determined by the dpi set in **Document Setup**.



Settings (or Preferences)

Related behaviors can be adjusted from [the app's settings](#):

- **General>Limit initial zoom to a maximum of 100%**

SEE ALSO:

[Navigator panel](#)

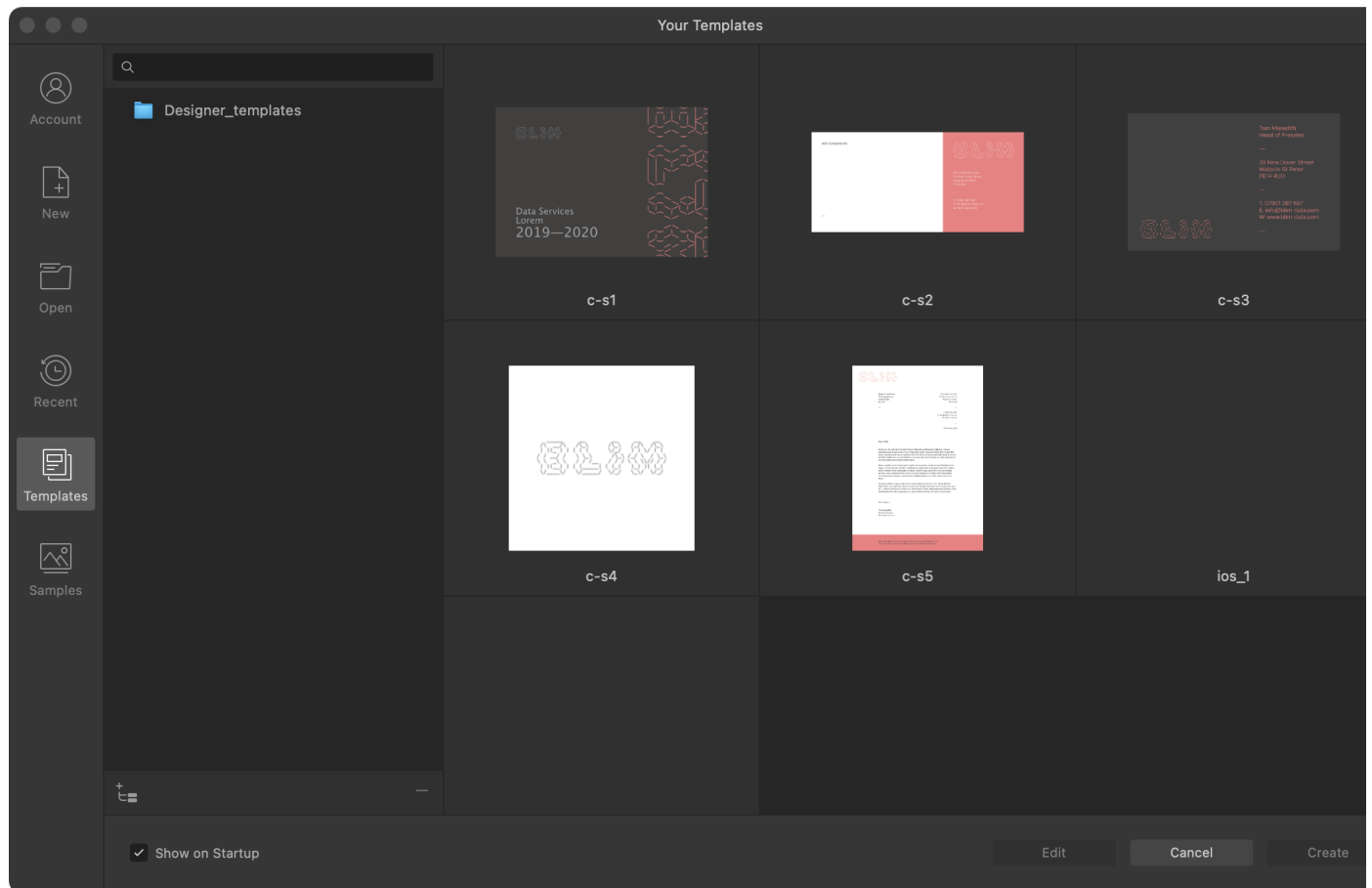
[Zoom Tool](#)

[Viewing](#)

[Keyboard shortcuts for the document view](#)

Document templates

Templates are predesigned documents from which new documents can be created and then edited.



Templates folder showing available templates in New Document dialog.

 No templates are shipped with your app by default.

About document templates

Affinity Designer allows you to create (export) and open document templates, which typically contain placeholder content. Templates have a .aftertemplate file extension.

When saving a template, a preferred set of defaults will be saved with it. Text attributes, object properties, stroke/fill color, ruler and column guides, as well as grid setup, and more can be associated with a template.

From the **New Document** dialog, you can browse, search for, preview and edit existing document templates, as well as set up target template folders.

Template folders establish a 'target' folder in advance of exporting placeholder-rich files to it. It can be useful to store templates in a globally accessible location from which a design team can access a pool of managed documents.

If the template folder also contains Affinity documents (.afdesign, .afphoto or .afpublisher) you can treat those documents as templates too.

▼ To set up a target template folder:

- From the **New Document** dialog, with **Templates** selected from the left-hand side, click **Add template folder**.

A file browser window will appear, allowing you to specify a folder location.



Using a single template folder shared between all Affinity apps means your templates can be kept in one place; if a template is edited it will be synchronized across all apps.

▼ To save a file as a template:

- From the **File** menu, select **Export as Template**.

A pop-up dialog will appear, prompting you to enter a name and choose a location for your template (saved with an .aftertemplate file extension). By default, the target template folder you set up previously will be used.



You can also save a file using **File>Save As** if you name it with a .aftertemplate file extension.

▼ To create an untitled document from an Affinity template (or any Affinity document):

- From the **New Document** dialog, with **Templates** selected from the left-hand side, double-click on a chosen template thumbnail or click **Create**.



A search bar in the dialog allows you to locate templates.

▼ To open a template for editing:

- From the **New Document** dialog, with **Templates** selected, select a template thumbnail and choose **Edit**.

▼ To remove a template folder:

- From the **New Document** dialog, with **Templates** selected, select a folder, then click **Remove template folder**.



The **Remove template folder** option won't be visible if the folder is a sub-folder of the top level folder that was added and therefore cannot be removed.

SEE ALSO:

[Create new documents](#)

[About add-ons](#)

Pan/Scroll the document view

When your document is zoomed-in, you can work on different areas of your design by using panning.

You can use the **Navigator** panel to save the document view's current zoom level and position. Multiple view points can be saved, and you can instantly navigate between them.

▼ To pan an image with the View Tool:

1. From the **Tools** panel on the left, click the **View Tool** (or shortcut **H**).
2. Drag the zoomed-in document in relation to its view.

 Temporarily activate the **View Tool** by using Hot key panning: press **Spacebar**. As soon as you let go, the tool will switch back to the previously selected tool.

 You can also pan the document view using your mouse wheel, scroll bars, or the Navigator panel.

SEE ALSO:

[Zooming](#)

[Navigator panel](#)

[Keyboard shortcuts for the document view](#)

Save

When you save your document all project information is preserved, allowing you to edit it at a later date. The design project is saved as a single file with the extension **.afdesign**.

The first time you save your document, you'll be asked to give the project a name and save location. Following this, future saves will overwrite the previous version.

Optionally, you can save a current project as a new project. In this case, the new file will not overwrite the saved version.

Unsaved changes to a document are indicated by **[Modified]** to the right of the document's name at the top of its tab/window.

 A document's history can be saved along with the document, so earlier edits can be returned to even if the document is closed and reopened.

▼ To save as a new project:

1. From the **File** menu, select **Save As**.
2. Adjust the dialog settings as required.
3. Click **Save**.

▼ To save the current project:

- From the **File** menu, select **Save**.

 If you have only made modifications that are supported by an image file type (for example, a JPEG or PNG), then using the **Save** function will simply save over the top of the current file. If you have made modifications that are not supported, such as adding layers, then you can save the image as a project file or flatten and merge the changes to the existing file.

▼ To save history with a document:

1. From the **File** menu, select **Save History with Document**.
2. In the **Saving With History** dialog, click **Yes** to accept the conditions discussed in the dialog.
3. Save your document.

 Saving your document's history with your document may significantly increase the size of your project file.

 You can switch off the save history feature by repeating step 1 of the procedure above.

Settings (or Preferences)

Related behaviors can be adjusted from [the app's settings](#):

- **General>Save thumbnails with document**

SEE ALSO:

[Export](#)

[Keyboard shortcuts for file/document management](#)

Close

When you've finished your current session or completed your design you can close your document, keeping the Affinity app open to work on other open documents or create new documents from scratch.

On closure, you'll be prompted to save your document if it has unsaved changes. For multiple open documents, you can save all your documents' changes in one operation or one-by-one.

▼ To close a single document:

Do one of the following:

- With only one document open: On the **File** menu, select **Close**.
-  With multiple documents open: With the document to be closed displayed, click **Close Document** on its document tab above your workspace.

Unmodified documents will close automatically, but you'll be prompted to save any unsaved changes.

▼ To close all documents:

1. On the **File** menu, select **Close All**.
2. (Optional) On the dialog, When **Apply To All** is unchecked, you'll be prompted to save (**Yes**) or not save (**No**) modified documents one-by-one as they close. When checked, all documents will automatically close, saving or not saving for *all* modified documents if needed.

 Close All will attempt to close all open documents across all Personas.

SEE ALSO:

[Saving](#)

[Keyboard shortcuts for file/document management](#)